

**Michigan Merit Award Board
Resolution 2001-02: Establishment of Standard Assessment
Accommodations for Purposes of Michigan Merit Award**

NOW, THEREFORE, IT IS RESOLVED:

The following test accommodations will be considered “standard accommodations” for Michigan Merit Award purposes.

Standard Accommodations

Scheduling

- * *Provision of additional testing time*
- * *Allowance of frequent or extended supervised breaks*
- * *Administration of the test at a time most beneficial to the student, with appropriate supervision by a school district professional*

Location

- Provision for test administration at home or in a care facility with appropriate supervision by a school district professional
- Provision for distraction-free space or alternate location (e.g., study carrel, front of classroom)
- Placement of student where he/she is most comfortable (e.g., front of room, back of room)
- * *Administration of test in an ESL or special education classroom*
- Provision for individual test administration (supervised)
- Provision for special lighting
- Provision of adaptive or special furniture
- Provision for freedom to move, stand or pace during an individualized test administration
- Provision of special acoustics
- * *Provisions for test administration in a small group setting*
- Provision of soft, calming music to minimize distractions

Assistance with Test Directions

- * *Reading all directions to student in English or in native language, provided that the student is receiving native language instruction at least part of the time.*

- Rereading of directions for each subtask, as required
- Use of directions that have been highlighted
- Simplification of language in directions (paraphrase)
- Emphasis on verbs in directions
- * *Provision for student restatement of directions in his or her own words*
- Use of sign language or oral interpreters for directions and sample items
- * *Clarification of directions by asking students to restate them*

Assistance during Assessment

- * *Administration of test by ESL staff, special education teacher or similarly qualified person*
- *Reading of Math, Social Studies, Science and Writing assessment content and questions to student in English or in native language, provided that the student is receiving native language instruction, at least part of the time. (Note: Reading Parts 2A, 2B, or 3 of the ELA test to a student is a nonstandard accommodation, since these tests are measures of reading or listening to English.)*
- Signing of assessment content and questions to student except for the reading test *(Note: Reading Part 2A or 2B of the ELA test to a student is a nonstandard accommodation.)*
- Use of page-turner
- Recording of student responses (writing or audiotape)
- Placement of teacher/proctor near student

Equipment and Assistive Technology

- Use of talking calculator (mathematics test only)
- User of sign language to indicate student response, except for constructed-response items
- Use of text-talk converter except for the reading and listening tests *(Note: Reading Part 2A, 2B or 3 of the ELA test to a student is a nonstandard accommodation.)*
- Use of visual magnification devices
- Use of auditory amplification devices
- Use of masks, overlays or markers to maintain place
- Use of tape recorder *with an audiotaped version of tests except for the reading test (Note: Reading Part 2A or 2B of the ELA test to a student is a nonstandard accommodation.)*

- Use of Braille writer for recording responses
- Use of communications device to indicate responses
- Use of calculator (mathematics assessments only)
- Use of rulers as provided by Michigan Educational Assessment Program
- Use of pencils adapted in size or grip
- Use of list of formulae as provided by Michigan Educational Assessment Program
- Use of noise buffers
- Use of computer or word processing equipment (spell check, thesaurus and grammar check must be disabled)
- * Use of bilingual word-for-word translation dictionary for LEP students (no dictionaries that define or explain words or terms)
- Use of Braille ruler
- Use of acetate colored shield to reduce glare and increase contrast
- Use of voice-activated word processor (except for writing assessment)
- Use of devices or equipment to secure paper to desk

Test Format

- Use of lined or grid paper for recording answers
- Provision of Braille or large-print editions of the assessments
- Permission to mark answers in test booklet, to be transferred to answer folder by teacher or proctor
- Use of computer for task presentation
- Communication of test questions by audiotape except for the reading test (*Note: Reading Part 2A or 2B of the ELA test to a student is a nonstandard accommodation.*)
- Use of scribe for constructed-response items (student must indicate punctuation and spell all key words)
- Permission to accomplish subtests in different order

Accommodations not on this list will be considered “nonstandard,” and MEAP test scores accomplished by use of nonstandard accommodations will not be considered eligible scores for Michigan Merit Award purposes. Examples of such nonstandard accommodations would include the following:

Nonstandard Accommodations

- Any accommodation not included as a standard accommodation that violates the Michigan Merit Award Test Administration Ethics Procedure
- Use of a calculator on any MEAP assessment other than mathematics assessments
- Use of electronic spell checkers, thesaurus or grammar check
- Use of a dictionary, thesaurus or spelling book for mathematics, science, social studies or reading assessments
- The reading or translation of any portion of Part 2A, 2B, or 3 of the ELA test in English or a student's native language
- Any test administration not directly supervised by a school district professional

Accommodations not included on the Standard Accommodations list, which in the opinion of school officials, parents, teachers or other interested parties do not violate the MEAP Test Administration Ethics policy and do not interfere with the intent of the assessments, may be approved by the Michigan Merit Award executive director, pending review by the Michigan Merit Award Board.

**Accommodation may be used as appropriate for LEP students.*